VILLAGE OF MCFARLAND *NOTICE OF PUBLIC MEETING*

Library Board

Monday, March 7, 2022 **5:15 PM** **E.D. Locke Public Library**

AGENDA

1. CALL TO ORDER
2. PUBLIC APPEARANCES AND COMMUNICATION
3. ACTION ITEMS
   a. Motion to approve the minutes of the February 7, 2022 meeting.
   b. Motion to approve the February 2022 invoices
4. INFORMATION ITEMS
   a. Budget Update
   b. Director's Report
   c. Monthly Statistical Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
   a. 2021 Annual Report
   b. Teen Chair Purchase
   c. Library Reappointments
   d. Library Director Review
6. ADJOURNMENT

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us

VILLAGE OF MCFARLAND

Library Board Minutes

Monday, February 7, 2022 - 5:15 PM

1. CALL TO ORDER

Peter Sobol called the Library Board to order at 5:15 p.m. the E.D. Locke Public Library, meeting room 103.

Members present: Karin Mandli, Evan Richards, Peter Sobol, Ken Machtan, Michael Flaherty, Staci Fritz, Mona Nelson

Members not present:

Staff Present: Hieidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. *Motion to approve the minutes of the January 3, 2022 meeting.*
Motion by Member Evan Richards, second by Member Staci Fritz, to approve the minutes of the January 3, 2022 meeting. Motion carries 7 - 0 - 0 by acclamation.

b. *Motion to approve the January invoices*
Motion by Member Ken Machtan, second by Member Karin Mandli, to approve the January invoices Motion carries 7 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

a. *Budget Update*

b. *Director's Report*

c. *Monthly Statistical Report*

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

a. *Job Description - Library Assistant*
Motion by Village Trustee Michael Flaherty, second by Member Evan Richards, to approve Job Description - Library Assistant, Job Description - Adult Services Librarian, and Job Description - Youth Services Librarian Motion carries 7 - 0 - 0 by acclamation.

b. *Job Description - Adult Services Librarian*

c. *Job Description - Youth Services Librarian*

d. *2021 Annual Report*
Motion by Member Karin Mandli, second by Member Ken Machtan, to approve to approve allowing the
2021 annual report to be signed by the Library Board President, Peter Sobol before

being approved by the full Library Board2021 Annual Report Motion carries 7 - 0 - 0 by acclamation.

e. *Library Book Lockers*

Motion by Member Ken Machtan, second by Member Karin Mandli, to approve accepting the Library Book Lockers which will be paid for by a grant to the South Central Library System. Motion carries 7 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Village Trustee Michael Flaherty, second by Member Staci Fritz, to adjourn at6:12

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Heidi Cox
Library Director

E. D. Locke Public Library

February 2022 Invoices

Vendor	Amount	Description
ALLIANT ENERGY	$3,112.82	Utilities
AMAZON CAPITAL SERVICES	$447.88	DVDs, CDs, Misc.
ARAMARK	$209.32	Mat Rental
CARDMEMBER SERVICES	$1,289.05	Visa Bill
CORPORATE BUSINESS SYSTEMS	$239.67	Copier Lease
DEMCO INC	$206.80	Library Supplies
ENVIRONMENT CONTROL	$2,699.00	Janitorial Services
FRONTIER	$68.81	Phone Bill
ILLINGWORTH-KILGUST MECHANICAL	$347.50	HVAC Repair
INGRAM LIBRARY SERVICES	$4,841.67	Books
KANOPY INC.	$2,500.00	Streaming Service
MICROMARKETING LLC	$248.95	Audio Books
MID-WISCONSIN SECURITY	$100.00	Panic Button Monitoring
PREMIER PAINT & WALLPAPER	$81.17	Painting Supplies
RIVISTAS LLC	$2,732.32	Magazine Subscriptions
SCHILLING SUPPLY COMPANY	$446.87	Operating Supplies
SOUTH CENTRAL LIBRARY SYS	$3.00	PC Recycling
SPRINGSHARE, LLC	$723.00	Scheduling software
TDS	$45.06	Phone Bill
(blank)		
Grand Total	$20,342.89	

Gift Fund		
Madison Community Foundation	$ 350.00	Donations to the Endowment

Grand Total **$20,692.89**

E. D. LOCKE PUBLIC LIBRARY

5920 Milwaukee St. ● McFarland W
608-838-9030 ● mcflib@mcfarlanc

E.D. Locke Public Library Gift Fund 2021

Beginning Balance January 1, 2021 $38,565.40

Revenue			
Donations Materials	$ -		
Donations Programming	$ -		
Grant Programming	$ -		
Friends	$ -		
SCLS Grants	$ -		
Madison Community Foundation Grant	$ 6,865.00		
Other Donation	$ 67.00		
Interest	$ 76.22		
Total Revenues		$	7,008.22
Expenditures			
1000 Books	$ -		
Friends Adult Materials	$ -		
Friends Juvenile Materials	$ -		
Friends Juvenile Programming	$ -		
Friends Adult Programming	$ -		
Friends Equipment	$ -		
Grant Equipment	$ -		
Grant Programming	$ -		
Madison Community Foundation Endowment	$ 5,340.00		
Donations Programming	$ -		
Donations Materials	$ -		
Total Expenditures		$	5,340.00

Balance December 31, 2021 $ 40,233.62

E. D. Locke Endowment Statements

	1/1/2021	2/1/2021	3/1/2021	4/1/2021	5/1/2021	6/1/2021	7/1/2021	8/1/2021	9/1/2021	10/1/2021	11/1/2021	12/1/2021	Year End Totals
Beginning Balance	$141,399.98	138,990.88	140,938.09	144,816.51	153,476.41	154,137.32	156,395.62	160,788.85	163,633.13	156,994.58	165,110.51	162,203.10	
Contributions	$200.00	0.00	300.00	3,000.00	47.42	0.00	310.00	0.00	0.00	0.00	0.00	0.00	$3,857.42
Interest & Dividends	$148.73	226.55	220.95	170.98	218.66	272.85	155.73	227.30	239.34	154.79	204.48	316.59	$2,556.95
Unrealized Gain/Loss	-$2,629.77	1,836.67	2,942.96	5,008.67	788.00	2,130.38	3,577.18	-2,562.45	-6,717.66	7,192.05	-4,133.17	5,396.23	$12,829.09
Realized Gain/Loss	$12.24	-0.18	782.27	623.02	-0.02	-16.52	750.46	5,313.42	-23.87	924.51	1,158.87	232.23	$9,756.43
Trustee Fees	-$22.51	0.00	-250.31	-22.09	-265.25	0.00	-269.81	0.00	0.00	-24.59	0.00	0.00	-$854.56
Grants/Distributions	$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	$0.00
MCF Support	-$117.79	-115.83	-117.45	-120.68	-127.90	-128.41	-130.33	-133.99	-136.36	-130.83	-137.59	-135.17	-$1,532.33
	$138,990.88	$140,938.09	$144,816.51	$153,476.41	$154,137.32	$156,395.62	$160,788.85	$163,633.13	$156,994.58	$165,110.51	$162,203.10	$168,012.98	

2022 Budget Update

REVENUES								
		Budget Amount	January Actual	Feburary Actual	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax	**41000**	$ 674,250.00		$ -	$ -	0.00%	17%	
County Library Aids	**43000**	$ 325,000.00	$ 162.01	$ 70.44	$ 232.45	0.07%	17%	
State - COVID 19 Grants		$ -			$ -			
Library Fines	**45000**	$ -	$ 5.00	$ 1.10	$ 6.10			
Interest	**48100**	$ 1,000	$ -	$ -	$ -		17%	
Library Fees	**46000**	$ 1,500	$ 80.45	$ 113.25	$ 193.70	12.91%	17%	$ 250.00
		$ 1,001,750.00	**$ 247.46**	**$ 184.79**	$ 432.25	**0.04%**		
Expenditures					$ -			
Salaries	110	$357,250.00	$ 41,232.01	$ 2,480.77	$43,712.78	12.24%	17%	$ 59,541.67
Part-time	120	$180,750	$ 14,637.27	$ 13,903.85	$28,541.12	15.79%	17%	$ 30,125.00
Health Insurance	130	$106,750	$ 9,722.67	$ 8,211.54	$17,934.21	16.80%	17%	
Retirement	131	$30,500	$ 3,285.86	$ 2,346.15	$5,632.01	18.47%	17%	$ 5,083.33
SS/Medicare	132	$42,000	$ 4,045.64	$ 3,230.77	$7,276.41	17.32%	17%	
Other Benefits	135	$2,000	$ 129.58	$ 153.85	$283.43	14.17%	17%	
Wage Adjustment	140	$ 12,250		$ -	$0.00	0.00%	17%	$ 2,041.67
Expense Reimbursement	141	$ 250		$ -	$0.00			
Total Personnel		**$731,750.00**	**$ 73,053.03**	**$ 30,326.93**	**$103,379.96**	**14.13%**	17%	**$ 121,958.33**
Support Services	210	$ 42,000	$ 2,699.00	$ 2,699.00	$ 5,398.00	12.85%	17%	$ 7,000.00
Consulting Services	211	$ 46,000	########## ##	$ -	$ 48,274.00	104.94%	17%	$ 7,666.67
Utilities	220	$ 28,000	$ 2,995.62	$ 3,112.82	$ 6,108.44	21.82%	17%	$ 4,666.67
Communication	221	$ 2,000	$ 167.37	$ 45.06	$ 212.43	10.62%	17%	$ 333.33
Equipment Maintenance	240	$ 9,000	$ 2,621.30	$ 142.30	$ 2,763.60	30.71%	17%	$ 1,500.00
Facility Maintenance	242	$ 23,250	$ 1,389.86	$ 685.66	$ 2,075.52	8.93%	17%	
Other Contractual Services	290	$ -			$ -	0.00%	17%	$ 3,875.00
Total Services		**$ 150,250.00**	**$ 58,147.15**	**$ 6,684.84**	**$ 64,831.99**	**43.15%**	17%	**$ 25,041.67**
Office Supplies	310	$ 9,000	$ 355.04	$ 206.80	$ 561.84	6.24%	17%	$ 1,500.00
Postage	311	$ 250	.	$ -	$ -	0.00%	17%	$ 41.67
Dues	320	$ 500	$ 190.00	$ -	$ 190.00	38.00%	17%	$ 83.33
Meeting Expenses	330	$ 1,000	$ 8.88	$ -	$ 8.88	0.89%	17%	$ 166.67
Training Expenses	331	$ 3,250	$ 709.00	$ -	$ 709.00	21.82%	17%	$ 541.67
Operating Supplies	340	$ 5,500	$ -	$ 446.87	$ 446.87	8.12%	17%	$ 916.67
Technology	342	$ 24,500	$ 2,000.00	$ 3,223.00	$ 5,223.00	21.32%	17%	$ 4,083.33
Collection - Print	344	$ 55,000	$ 3,185.99	$ 2,394.99	$ 5,580.98	10.15%	17%	$ 9,166.67
Collection - AV	345	$ 12,500	$ 329.12	$ 484.55	$ 813.67	6.51%	17%	$ 2,083.33
Library Miscellaneous	390	$ 250	$ -	$ -	$ -		17%	
Programming	391	$ 8,000	$ -	$ 29.38	$ 29.38	0.37%	17%	$ 1,333.33
Other Total		**$ 119,750.00**	**$ 6,778.03**	**$ 6,785.59**	$ 13,563.62	**11.33%**	17%	**$ 19,958.33**
Total Budget		**$1,001,750.00**	**$ 137,978.21**	**$ 43,797.36**	**$ 181,775.57**	**18.15%**	17%	**$ 166,958.33**

E.D. LOCKE PUBLIC LIBRARY
DIRECTOR'S REPORT
March 2022

February Highlights

- **Village News -** Mike Flaherty will give an update
- **Friends** – Staci Fritz will give an update
- **Endowment –**The current balance of the endowment fund as of January 31, 2021 is $164,330.92
- **McFarland Community Festival –**
  - The festival has received $6250 in pledges and donations to date.
  - The library is going to be planning a Farm to Table Dinner as a Thursday night before the festival fund raiser. Proceeds will go to the Friends and the Festival.
  - The library is planning a 5K run/walk with proceeds going to the Endowment.

- **Library Systems Report Facilities Management**
  - **New Bollards –**The bollard that was vandalized has been repaired. We have two extra lamps in storage in case there's any other damage.
  - **HVAC –**
    - **Boiler Water flow** – there is a problem with the water flow in boiler #2. Kilgust is working on troubleshooting the issue
    - **Water Temperature Sensor** – A water temperature sensor has failed in one part of the building. Kilgust is working to replace it.
  - **AV equipment-**The AV upgrade is complete and we have been using the equipment for hybrid story times. We're planning to roll out hybrid book clubs in the next few weeks.
  - **Phone System –** The Village changed to a new phone system on March 3rd. The new phone system will have better technical support and equipment availability than our old system had. The change over only had minor issues and was pretty much up and running on the morning of the 4th.
- **Shelver Hiring –** We have started the process to hire a high school Shelver for the spring. Our circulation and visitor traffic is beginning to pick up. We will continue to monitor it and if the trend continues, add a 2nd Shelver closer to summer.
- **Youth Services Assistant Hiring—**We are currently hiring a Youth Services Assistant who will assist Heather with preschool programs and services. The new Assistant will also be covering the Youth Services Reference desk a few hours each week.
- **Programming –** As of March 1st all programs are either in-person only or a hybrid with our new equipment. People are beginning to return for programs and are beginning to adjust to being in groups.
- **Bird Festival –** The 2022 Bird Festival will be May 14th at Lewis Park. The library will have a booth featuring books on birding.
- **Vendor Fair –** The McFarland Highschool is hosting a Vendor Fair on May 14th from 9-2. Even though it's the same day as the bird festival, the library is planning on having a booth at the Vendor Fair too.
- **Chamber Presentation –** The McFarland Community Festival hosted a Chamber meeting at the library on March 1st. It went very well and was a great way for the library and the festival to begin building relationships in the community.

Youth Services highlights (Heather Kent)

Storytime:

- Storytimes remained virtual this month through zoom. Families are looking forward to being able to meet in person again in March but also happy there is a hybrid virtual option through zoom if they still want to attend from home.
- On Thursday, February 24th the library participated in Jazz and Friends Day with a prerecorded storytime featuring books with transgender and non-binary youth.

Programming:

- Zumbini continued on Zoom this month. We finished Session 2: Hili and the Dance and started session 3: TJ and His PJs.
- Magic Tree House Book Club met on zoom this month and we discussed Night of the Ninja's, did activity sheets together from a kit families picked up, and created paper bag ninjas.
- This month's crafting kit was a "Twiterpation Craft Kit" which included two crafts. The crafts were Love Bugs, and Love Birds. One of the kids decided to make one of their Love Bugs and Love Slug – and was quite pleased with that idea

Teen Services (Abby Seymour)

- In February, teen programs, along with all virtual programs, remained virtual. Even though this isn't the most ideal method of interacting with patrons, it was definitely the right call to make. There are advantages to being virtual, of course! For example, teens don't have to find a ride to and from the library since they can join the Zoom call from home. That being said, everyone is looking forward to being back in person.

- Snack and Chat on Mondays is especially low-maintenance as a virtual program. Instead of teens stopping by the library after school for something to eat, they login to Zoom and we chat there instead. It's been nice for them to have this social outlet! This does mean they need to provide their own snack, but no one seems to mind! As a reminder, when I first started doing Snack and Chat virtually, I made Snack To-Go bags that teens could pick up at the library and no one ever took one. If I felt like the teens needed them, I would try again.

- My activities for Teen Hangout on Thursdays are relatively limited on Zoom. When it was looking like we could be in person, my plan was to have the meeting room open for teens to hangout in a variety of ways: play games, do crafts, use the Nintendo Switch, and generally socialize. A virtual activity has to be something that works well on a video call that everyone can participate in. In February, we played the game Among Us, played a few Jackbox Games, and played Mafia. All easy and appealing activities!

- The Teen Advisory Board met this month to talk about all thing's teen related at the library. They gave me some suggestions of what they wanted to do at Teen Hangout, we discussed future Teen After Hours ideas, and planned the Teen Newsletter. That newsletter is really the pride and joy of T.A.B.! They will sometimes argue with each other about who is going to write certain sections and will often sign up for multiple segments. They really write all the content themselves and I just put it together; I do very little to edit them. They have even been coming up with new segments to add to the newsletter.

- In February, I was very excited that the very popular Teen After Hours program was able to be the exception and be in person! This is always a fun one with the biggest draw being that teens got to be in the library after closing time. The event was Cheesy Movie Bingo. Each teen got a blank BINGO card and as a group they filled in the boxes with all the cliches and tropes from romance movies. Then the group voted on which Hallmark movie to

watch (the winner was called *Bottled with Love*). As they watched the movie, they have to check off which cliche trope they correctly predicted. Almost all of them got a BINGO! The whole idea is to poke fun at the movie in a very *Mystery Science Theater 3000* kind of way. The program was a complete success and the 9 teens that attended had a blast!

Adult Services (Ann Engler)

Programming

Adult Services

- I'm once again offering exam proctoring and have two UW graduate-level students who regularly schedule tests. I've also had several drop-in help sessions with patrons regarding Libby, and I was able to assist a Deaf patron with their computer needs. The patron noted that their friend had told them the library would be able to help them—a nice example of being a community resource.
- I spoke with Sun Prairie librarians about our outreach to senior/assisted living facilities. I also attended the Adult Services Check-In via Zoom, which now meets quarterly to discuss programming, training opportunities, and more.
- I've focused on advertising our online resources and am keeping track of how and when I do so in order to see if it translates into more usage of that resource.
- I'm continuing to work on configuring LibCal for online room reservations. I've also been working with the new meeting room equipment and will be writing up more robust instructions for staff.
- I was able to participate in the hoopla launch calls, and I've updated our website to include hoopla and Kanopy, as well as reorganized our Online Resources page to highlight which resources are available exclusively to McF cardholders.
- I've been working with a representative to coordinate hosting part of the Legendary Women of Color in STEM exhibit, which will be set up March 9 and run through April and includes interactive displays. This is a great addition to Women's History Month displays.

Marketing

- I met via Zoom with Kathy Dempsey as part of the marketing grant we were awarded. She's a nationally known library marketing expert, and she reviewed our plan and gave suggestions.
- I ran a Facebook ad for our survey using grant funds, which was very successful (both the ad and the survey). I'm in the process of analyzing the results.
- I met with a representative from Adams Outdoor Advertising regarding their billboard and online ad options and passed the information along to Heidi.
- Bird Festival
    - Along with Heidi, I've been helping to coordinate this year's McFarland Bird Festival. I set up the Zoom meetings, keep the agenda/notes, etc. I am planning to schedule one bird-related event at the library leading up to the festival (which is now May 14th) as well as staff a library table at the festival itself. Via the library, I'll also help with advertising and selling raffle tickets.

---Heidi Cox, Library Director

E. D. Locke Library Statistics

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
	Checkouts													
2020	15,184	14,468	8,710	619	3,328	4,271	6,658	7,511	7,468	7,359	7,489	7,689	**90,754**	-52%
2021	7,780	7,568	8,251	7,849	11,344	16,211	15,275	14,370	12,140	12,864	12,076	11,978	**137,706**	52%
2022	12,686	12,362											**25,048**	63%
% change month to month	63%	63%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		
	visitor count													
2020	9,068	8,496	5,278	0	0	0	0	0	0	0	0	0	**22,842**	-11%
2021	60	386	179	320	2,803	6,025	6,820	6,224	5,199	7302	7,256	6,574	**49,148**	-56%
2022	9609	10329											**19,938**	4370%

E. D. Locke Library Statistics

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Internet Use												
2020	563	591	314	0	0	0	0	0	0	0	0	0
2021	8	16	27	20	92	206	192	236	216	220	187	209
2022	161	189										
	1913%	1081%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%
Wireless Internet Use (# Unique Users)												
2021	1,038	906	1,054	1,341	1341	1588	1,639	1,608	1677	1,533	1,501	1,507
2022	1,357	1,380										
Study Room Use												
2020	108	71	49	0	0	0	0	0	0	0	0	0
2021	0	0	0	0	17	44	89	70	60	44	66	78
2022	34	54										
Reference Questions Answered												
2020	207	213	0	6	0	1	7	0	11	4	10	6
2021	0	0	0	0	190	426	377	313	236	300	293	332
2022	341	330										

YTD	% Change
1,468	-15%
1,629	11%
350	1358%
16,733	8%
2,737	41%
228	7%
468	#DIV/0!
88	#DIV/0!
465	-80%
2,467	6226%
671	

YEAR IN REVIEW

YOUR PUBLIC LIBRARY
2021

49,148
VISITORS TO THE LIBRARY

494
PROGRAMS OFFERED

22,463
PROGRAM ATTENDANCE

6,380
Curbside Pickups

6,027
Items added

135,377
ITEMS WERE CHECKED OUT

137,961
WIFI Sessions

19,725
Electronic Collection Retrievals

39,442
WEBSITE VISITS

16,318
E-BOOKS CHECKED OUT

6,652
ACTIVE BORROWERS

479
NEW CARDHOLDERS

E. D. LOCKE PUBLIC LIBRARY

McFarland E.D. Locke Public Library
5920 Milwaukee St.
McFarland, Wisconsin 53558 | (608) 838-9030
mcfarlandlibrary.org/

Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
PI-2401 (Rev. 1-21)
S. 43.05(4) & 43.58(6)
FOR THE YEAR 2021

INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2021 are due to the DPI Division for Libraries and Technology no later than March 1, 2021.

I. GENERAL INFORMATION

1. Name of Library		2. Public Library System			
E.D. Locke Public Library		South Central Library System			
3a. Head Librarian First Name	3b. Head Librarian Last Name	4a. Certification Grade	4b. Certification Type		5. Certification Expiration Date
Heidi	Cox	Grade I	Regular		03/31/2022
6a. Street Address	6b. Mailing Address or PO Box	7. City / Village / Town	8a. ZIP	8b. ZIP4	9. County
5920 Milwaukee St.	5920 Milwaukee St.	McFarland	53558	8962	Dane
10. Library Phone Number	11. Fax Number	12. Library E-mail Address of Director			
6088389030		hcox@McFarlandLibrary.org			
13. Library Website URL		14. No. of Branches	15. No. of Bookmobiles Owned		16. No. of Other Public Service Outlets
www.mcfarlandlibrary.org		0	0		0

17. Does the library operate a books-by-mail program?	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is the library such a joint library legally established under Wis. Stat. s. 43.53?
No	No

20. Square Footage of Public Library	21. Did the library or a branch move to a new facility or expand an existing facility during the fiscal year?	22. DUNS Number *Nine digits*
17,820	No	945628167

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
19a. Winter Hours Open per Week	65	47	0
19b. Number of Winter Weeks	36	16	0
19c. Summer Hours Open per Week			
19d. Number of Summer Weeks			
19e. Total Weeks per Year	36	16	0
19f. Total Hours per year for this location	2,340	752	0

COVID-19

Did the library provide the following services during the COVID-19 pandemic?

	Yes / No	Number of Interactions (if known)
1a. answering general information requests from the public (phone calls, emails, text messages, online forms, etc.)	Yes	
1b. providing reference service	Yes	
1bi. reference service provided via email	Yes	
1bii. reference service provided via chat	No	
1biii. reference service provided via text message	No	
1biv. reference service provided via telephone	Yes	
1bv. reference service provided via another method (e.g., online service or form)	Yes	268
1bvi. describe "another method of reference service": Book bundles(reader's advisory bundles) & Craft Kits		
1c. hosting virtual programming or recorded content	Yes	
1d. offering curbside pickup	Yes	6,380
1e. offering drive-thru circulation of physical materials	No	
1f. offering vestibule/porch pickups	No	
1g. offering delivery of materials (mail or drop-off)	No	
1h. managing IT services for external Wi-Fi access	Yes	14,114
1i. providing other types of online and electronic services	No	
1ii. describe "other services":		

ELECTRONIC MATERIALS ADDED DUE TO COVID-19

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No	Number Added (if known)
2a. increasing the concurrent or monthly borrowing limits for electronic materials purchased locally	No	
2b. increasing the concurrent or monthly borrowing limits for electronic materials purchased by the library system or consortia	No	
2c. increasing the number of electronic materials and holdings purchased locally	No	
2d. increasing the number of electronic materials and holdings purchased by the library system or consortia	Yes	
2e. augmenting the public's ability to use electronic materials in another way	Yes	
2f. describe "augmenting in another way": Web only library cards to provide access which didn't require signed applications		

PUBLIC SERVICES COVID-19

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No
3. Electronic Library Cards Issued During COVID-19	Yes
4. External Wi-Fi Access Added During COVID-19	No
5. External Wi-Fi Access Increased During COVID-19	No
6. Staff Re-Assigned During COVID-19	Yes

COVID-19 CLOSURES

Initial date closed due to COVID-19	
First date reopened following initial COVID-19 closure	
Additional building closure and reopening dates, please describe	

II. LIBRARY COLLECTION	a. Number Owned / Leased	b. Number Added
1. Books in Print *Non-periodical printed publications*	58847 57,983	4,112
2. Electronic Books *E-books*	157 178 172,182	
3. Audio Materials	3876 3,787	118 183
4. Electronic Audio Materials *Downloadable*	60707 67,575	
5. Video Materials	8187 8,199	307 384
6. Electronic Video Materials *Downloadable*	573 575	
7. Other Materials Owned Kits, software, board games, equipment	319 339	
8a. Electronic Collections *Locally owned or leased*	~~0~~ 9 11	
8b. Electronic Collections *Purchased by library system or consortia*	~~0~~ 0	
8c. Electronic Collections *Provided through BadgerLink*	64 63	
9. Total Electronic Collections *Local, regional, and state*	73 74	
10. Subscriptions *Include periodicals and newspapers, exclude those in electronic format*	100 109	

III. LIBRARY SERVICES

1. Circulation Transactions		
a. Total Circulation 120,220 135,377	b. Children's Materials 38,223 66,516	c. Circulation of Other Physical Items (subset of 1a.) 266

2. Interlibrary Loans (ILL)

Method for Counting ILL Transactions

Categorized ILL Transactions

Mode of ILL Transaction (Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)	Items Loaned to Other Libraries *Provided to*	Items Borrowed from Other Libraries *Received from*
Integrated Library System (ILS)	75,897	54,911
WISCAT		
Other (includes OCLC, manual tracking, or other methods)		35
Total	53,599 75,897	42,209 54,946

3. Number of Registered Users			4. Reference Transactions		5. Library Visits	
a. Resident 4376 4,293	b. Nonresident 2,430 2,359	c. Total 6806 6,652	a. Method Actual Count	b. Annual Count 491 2,467	a. Method Actual Count	b. Annual Count 22,842 49,148

6. Uses of Public Internet Computers				7. Uses of Public Wireless Internet	
a. Number of Public Use Computers	b. Number of Public Use Computers with Internet Access	c. Method	d. Annual Count	a. Method	b. Annual Count
17	15	Actual Count	1466 1,629	Actual Count	15,517 137,961

8. Website Visits	9a. Local Electronic Collection Retrievals	9b. Other Electronic Collection Retrievals	9c. Statewide Electronic Collection Retrievals	9d. Total Electronic Collection Retrievals
25,767 39,442	19,262 19,559	0 0	658 166	19,920 19,725

10. Uses of Electronic Materials by Library Users

a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials
16,318	15,514	6	31,838	3,170
16,900	14,659	19	31,578	3,317

LIBRARY PROGRAMS AND ATTENDANCE

11. Programs and Program Attendance Annual Count
Method for Counting Number of Programs and Attendance

Total Program and Attendance Statistics

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Programs	228 95	141 127	75 60		282 444
Total Program Attendance	5,393 262	624 471	632		3435 6,649
Describe the library's programs					

In-person, Virtual, and Pre-recorded Program Statistics

	In-Person Programs an a. Children (0-11)	d Program Attendance Annua b. Young Adult (12-18)	l Count c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Programs	87 128	15 62	~~35~~ 22	35	137 212
Total Program Attendance	2102 3,708	99 292	146	264	2445 4,146

Describe the library's in-person programs:	story time, craft club, book clubs, children's performers, live music, history walks, teen snack and chat, teen craft clubs, teen gaming.

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Live Virtual Programs	6 100	112 79	25 53		232
Total Live Virtual Program Attendance	160 1,685	392 332	455 486		2,503
Total Views of Live Programs Recorded for Asynchronous Viewing	ø 12,900	ø 0	ø 340		13,240

Which platforms does the library use to host the library's live, virtual programs:	Zoom Webinar, Face Book Live, YouTube
Describe the library's live, virtual programs:	Story Time, Author Readings, cooking club, D&D, craft club, book clubs, exercise classes.

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Pre-recorded Programs	337 9	ø 29	34 12	371 50
Total Pre-recorded Program Views	45,095 2,085	ø 136	2394 353	97489 2,574

Which platforms does the library use to host the library's pre-recorded programs:	YouTube
Describe the library's pre-recorded programs:	book talks, story times, SRP Performers, NYE Show, music, Birding field trip.

IV. LIBRARY GOVERNANCE

Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies.*

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT 1. Peter	Sobol	5205 Broadhead St.	McFarland	53558	peter.sobol@gmail.com
2. Mona	Nelson	6309 Mourning Dove Dr	Mc Farland	53558	mona.nelson@rocketmail.com
3. Karin	Mandli	5804 Aspen Ct	McFarland	53558	karin_mandli@mcfarland.k12.wi.us
4. Staci	Fritz	5304 Sure Ave.	McFarland	53558	stacifritz@gmail.com
5. Michael	Flaherty	5604 Chestnut Ln	McFarland	53558	mike.flaherty@mcfarland.wi.us
6. Kenneth	Machtan	5312 Falling Leaves Ln	McFarland	53558	ken.machtan@gmail.com
7. Evan	Richards	2473 Waubesa Hill Rd	McFarland	53558	erichards@evanrichards.org
8.					
9.					
10.					
11.					
12.					

Number of Library Board Members
Include vacancies in this count

7

VI. LIBRARY OPERATING EXPENDITURES

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages *Include maintenance, security, plant operations*	2. Employee Benefits *Include maintenance, security, plant operations*
$489,889 $446,306	$167,154 $141,576

3. Library Collection Expenditures

a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials	e. Subtotal 3
$62,199 $49,908	$20,078 $25,196	$11,290 $5739	$0 $0	$93,567 $80,843

4. Contracts for Services *Include contracts with other libraries, municipalities, and library systems here. Include service provider.*

Provider	Amount	Provider	Amount
SCLS - ILS & Technology	$46,183 $44,695		
		Subtotal 4	$46,183 $44695
5. Other Operating Expenditures			$146,269 $191,898
6. Total Operating Expenditures *Add 1 through 5*			$943,062 $925,318
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources? CARES GRANT			$0 $33,324

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income.
Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal		$0	$0
b. State		$0	$0
c. Municipal		$43,000 $18,309	$38,062 $18,309
d. County		$0	$0
e. Other		$0	$0

2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
$0	$0	$43,000	$38,062

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. *Wis. Stat. s. 43.58(6)(a)*

1. Total Amount of Other Funds at End of Year: $40,233

IX. TRUST FUNDS

1. Total Amount of Trust Funds Held by the Library Board at End of Year:

X. STAFF

1. Personnel Listing. *Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.*

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	$91,475	40.00				
Youth Services Librarian	MLS (ALA)	$54,954	40.00				
Assistant Director	Libm. no-MLS	$58,905	40.00				
Adult Services Librarian	MLS (ALA)	$53,423	40.00				
Tech Services Supervisor	Libm. no-MLS	$44,631	40.00				
Teen Services Librarian	Libm. no-MLS	$49,462	40.00				

b. Other Paid Staff *See instructions*

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week
Library Assistant	Other	$115,714	122.00				
Shelver	Other	$7,076	20.00				
Youth Services Assistant	Other	$7,779	11.00				
Technical Services Assistant	Other	$15,000	15.00				

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE) *Include maintenance, plant operations, and security*	c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a		
3.00	3.00	6.00	4.20	10.20

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service *Only Joint libraries report more than one municipality here*

Municipality Type	Name	Amount
Village	McFarland $575,750	$626,250
	Subtotal 1	$626,250

2. County $304,712

a. Home County Appropriation for Library Service — Subtotal 2a $324,872

b. Other County Payments for Library Services

County Name	Amount		County Name	Amount
Columbia	$43 $213			
Green	$1467 $1,082			
Jefferson	$75 $188			
Rock	$1238 $1,261			
Sauk	$168 $505			
		Subtotal 2b		$3,249

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
SCLS Youth Literacy Grants	$475		$0
	$0		
b. Funds Carried Forward from Previous Year	$0	c. Other State Funded Program	
		Subtotal 3	$475

4. Federal Funds *Name of program—for LSTA grant awards, grant number and project title*

Program or Project	Amount
Subtotal 4	

5. Contract Income *From other governmental units, libraries, agencies, library systems, etc.*

Name	Amount	Name	Amount
	$0		
		Subtotal 5	$0

6. Funds Carried Forward *Do not include state aid. Report state funds in 3b above.*	7. All Other Operating Income	8. Total Operating Income *Add 1 through 7*	9. What is the current year annual appropriation provided by governing body(ies) for the public library?	10. Was the library's municipality exempt from the county library tax for the report year? *Wis. Stat. s. 43.64(2)*
$0	$4,434	$959,280	$674,250	Yes
$1,156	$6,285	$925,318	$626,250	yes

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents *See instructions for definition of nonresident*
55,990

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	19,619 28,952	18 126 26,240	37 747 55,192
3. Circulation to Nonresidents Living in Another County in the Library System	100 67	30 285	130 352
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	121 119	14 299	135 418

5. Circulation to All Other Wisconsin Residents	6. Circulation to Persons from Out of the State
28 11	0 ø

7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?
Actual	No	

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a. Columbia	ø 159	f. Rock 3	0
b. Dodge	ø 3	g. Sauk 7	48
c. Green	23 78	h.	
d. Iowa	ø 0	i.	
e. Jefferson	11 296	j.	

XII. TECHNOLOGY

1. Does the library provide wireless Internet access?	2. Library type of Internet connection *Mark all that apply*	3. Library use of Internet filtering software or service
Yes	☒ a. State TEACH line ☐ b. Other broadband connection *Local cable, telco, community network, etc.*	☒ a. Yes, on all Internet workstations ☐ b. Yes, on some Internet workstations ☐ c. No filtering on any Internet workstation

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities *Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.*	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Self-directed Activities	4 7	3 3	3 10	20 10
Total Self-directed Activity Participation	399 1,427	78 99	166 344	643 1,870

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary person is displayed here.*

a. First Name	b. Last Name	c. Email Address
Heather	Kent	hkent@mcfarlandlibrary.org

3. Name and email address of primary staff person who serves as the librarian for adults. *Only the primary person is displayed here.*

a. First Name	b. Last Name	c. Email Address
Ann	Engler	aengler@mcfarlandlibrary.org

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.*
A check (X) or a mark in the checkbox indicates compliance with the requirement.

☒ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].

☒ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].

☒ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].

☒ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].

☒ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]

☒ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].

☒ The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].

☒ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].

☒ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].

☒ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].

☒ The library annually spends at least $2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I **CERTIFY THAT,** to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature *or designee*	Name of President or Designee *Print or type*	Date Signed
➢	Peter Sobol	
Library Director / Head Librarian Signature	**Name of Director / Head Librarian *Print or type***	**Date Signed**
➢	Heidi Cox	

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County: Dane

The E.D. Locke Public Library *Name of Public Library* Board of Trustees hereby states that in 2021 the South Central Library System *Name of Public Library System / Service*

- [X] did provide effective leadership and adequately met the needs of the library.
- [ ] did **not** provide effective leadership and did **not** adequately meet the needs of the library.

Indicate with an X one of the above two statements.

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

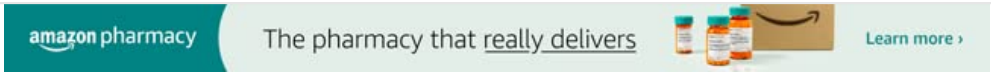
Division staff will compile the statements received for each library system and, as required by *Wis. Stat. s. 43.05(14)*, conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature *or designee*	Name of President or Designee *Print or type*	Date Signed
➢	Peter Sobol	

COMMENTS

SECTION_I
11. Fax No.
We don't accept incoming faxes.--2022-01-27
Limited service winter hours open per week
The reason there are hrs for limited service and none for staff only is that we added computer and copier service by appointment on January 2nd, 2021.--2022-01-27

reference service provided via another method (e.g., online service or form)
the reason for the decrease is that when we reopened to the building to the public, patrons chose to ask their reference questions in person instead of through email.--2022-01-27
offering curbside pickup
The reason for the decrease is that we reopened to the public on May 1, 2021 and patrons wanted to browse the shelves to select materials instead of placing holds.--2022-01-27
increasing the concurrent or monthly borrowing limits for electronic materials purchased locally
The reason for the decrease is because we didn't increase the current or monthly borrowing limits for electronic materials purchased locally in 2021.--2022-01-27
increasing the number of electronic materials and holdings purchased locally
The reasons for the decrease is that we didn't increase the number of electronic materials and holdings purchased locally in 2021.--2022-01-27
SECTION_II
8a. Electronic Collections (Locally owned or leased)
Overdrive Magazines, AtoZ Food America AtoZ World Travel, Press Reader, Flipster, NYT Online, Novelist Plus, Transparent Languages, Ancestry , Consumer Reports, Creative Bug, Data Axel Reference Solutions--2022-01-28
10. Subscriptions (Includes periodicals and newspapers, but excludes those in electronic format)
We added subscriptions due to patron requests --2022-02-09
SECTION_III
Total Annual Circulation
The circulation is higher this year because we were open for full service beginning May 1, 2021.--2022-01-28
Total Items Loaned (provided to)
The circulation is higher this year because we were open for full service beginning May 1, 2021.--2022-01-28
Total Items Received (borrowed from)
The circulation is higher this year because we were open for full service beginning May 1, 2021.--2022-01-28
4a. Method Used to Count Reference Transactions
Increased questions because we are now open with regular hours.--2022-02-14
4b. Reference Transactions
Opening after the covid closures, we've had more questions.--2022-02-14
5b. Library Visits
The count is higher this year because we were open for full service beginning May 1, 2021.--2022-01-28
Wireless Internet Uses
The reason for the large increase is that last year the number for unique users was entered instead of total sessions.--2022-02-14
SECTION_VI
a. Print Materials
We spent more on print materials because we were underspent in other areas so we weeded and updated our collection.--2022-01-31
b. Electronic Materials
Some of the demand for electronic items for children when down after we reopened our regular hours and we decided not to renew some materials.--2022-01-31
c. Audiovisual Materials
We spent more on AV because there was more demand for it once we were open our regular hours.--2022-01-31
Other Library Funds
Total Amount of Other Funds at End of Year
The other funds balance increased because we received interest and donations in 2021 that were not spent.--2022-02-09



Click image to open expanded view

Teenager Molded Stacking Chair by Offi & Co, Color = Green

Visit the OFFI Store

15 ratings | 5 answered questions

Price: $149.00

Buy more, save more: 10 units $134.10 LOWEST PRICE
Save 10%

Save $26 S+

Don't forget to checkout with Pay by Invoice - with no interest or fees.

Color: **Green**

$149.00	$149.00
$149.00	$149.00
$75.00	

Product Dimensions	28"D x 28"W x 16.5"H
Recommended Uses For Product	Gaming
Furniture base movement	Rock
Room Type	Game Recreation Room
Color	Green

About this item

- 100% toxic-free recyclable polypropylene
- 28" D; seat back is 16.5" H
- roughly 6.25 lbs
- Designer: Svante Schoblom
- Made in Sweden

Top reviews for business

Share

$149.00

FREE delivery **March 9 - 14**. Details

Deliver to Village - Mc Farland 53558

In stock.
Usually ships within 2 to 3 days.

Quantity: 2

Buying in bulk?

Add to Cart

Secure transaction

Ships from and sold by PureDesignOnline.

Add a Protection Plan:

- 5-Year Furniture Protection for $123.63
- 3-Year Furniture Protection for $95.60

Add to List

E. D. LOCKE PUBLIC LIBRARY

Copy of Library Director Performance Survey

Thanks for taking your time to conduct the review.

1. **Works with the Library Board and Library Systems**

- Provides administrative support to the Board and attends all Board meetings.
- Assists in preparing agendas and arranges for minutes to be taken at Board meetings.
- Compiles and mails Board packets in advance of each meeting.
- Researches, compiles and distributes background materials for agenda items.
- Keeps the Board informed of issues and problems relating to the library, and presents options and recommendations for dealing with those issues.
- Assists and promotes continuing education of Board members, and orients new members.
- Prepares state annual report for review and approval by the Board.
- Participates in South Central Library System meetings, committees and training.
- Participates in Dane County librarian meetings and activities.
- Ensures that system contracts are signed and submitted on a timely basis.

◯ 4 - Excellent
◯ 3 - Very good
◯ 2 - Good
◯ 1- Needs Improvement

Comments

2. **Manages Public Services**

- Helps develop and oversee a variety of services designed to meet the needs of a diverse public, including the lending of a wide variety of materials to users of all ages, reference and information services, readers advisory, user instruction, public programming, provision of public meeting spaces and access to electronic information.

- Operates the library under a philosophy of service which puts the needs of library users first, and responds to those needs in a positive, helpful and friendly manner.

- Ensures library accessibility to everyone in the community, including individuals with various types of disabilities.

- ◯ 4- Excellent
- ◯ 3 - Very Good
- ◯ 2 - Good
- ◯ 1 - Needs Improvement

Comments

3. **Manages Collection Development & Technical Services**

- Selects or directs the selection of a collection of library materials that meets the needs of a diverse public, based on a collection development policy approved by the Board.

- Reviews collection development policy regularly to make sure it is consistent with current practice and otherwise up-to-date.

- Oversees and participates in the acquisition, processing and cataloging of library materials.

- Oversees and participates in the circulation of library materials, using a shared automation system.

- Oversees the sharing of materials with other libraries in the shared system and in the state through outer-library loan.

- ◯ 4 - Excellent
- ◯ 3 - Very Good
- ◯ 2 - Good
- ◯ 1 - Poor

Comments

4. **Manages Library Technology**

- Manages the library's website.
- Assists the Board in developing technology plans.
- Supervises replacement of computers on a scheduled basis and other equipment as needed.
- Ensures documentation of equipment is kept up-to-date.
- Ensures electronic equipment and network connections are well-maintained.
- Stays current with library technology trends, and explores and implements new applications.

- ◯ 4 - Excellent
- ◯ 3 - Very Good
- ◯ 2 - Good
- ◯ 1 - Poor

Comments

5. **Manages Personnel**

- Hires, schedules, assigns, trains, supervises, evaluates, coaches and disciplines library employees
- Enforces personnel policies established by the Board.
- Assists the Board in developing and revising job descriptions for library positions.
- Carries out tasks related to personnel in compliance with state and federal laws.
- Trains other staff members and facilitates their continuing education.
- Holds regular staff meetings and in-services.
- Acts as custodian of library employees' confidential personnel files.

- ◯ 4 - Excellent
- ◯ 3 - Very Good
- ◯ 2 - Good
- ◯ 1 - Poor

Comments

6. **Manages Budget and Finances**

- Assists the Board in developing an annual budget for the next fiscal year.
- Presents and justifies the annual budget to the Board and Village officials.
- Manages the library's budget so that expenditures stay within the approved budget.
- Submits general and trust fund bills to the Board for approval each month.
- Maintains accurate and up-to-date financial records.
- Explores cost-saving measures and alternative revenue sources.
- Applies for grants when feasible.

- ◯ 4 - Excellent
- ◯ 3 - Very Good
- ◯ 2 - Good
- ◯ 1 - Poor

Comments

7. **Develops Policies and Procedures**

- Assists the Board in developing library policies.

- Ensures that day-to-day library services and operations are carried out under policies approved by the Board and the library system, and under procedures which have been developed by the staff to implement these policies.

- Ensures that policies and procedures result in library services that are fair, consistent, in compliance with local, state and federal laws, and in the public's interest.

- Ensures that policies and procedures are kept up-to-date.

- 4 - Excellent
- 3 - Very Good
- 2 - Good
- 1 - Poor

Comments

8. **Plans for the Library's Future**

- Plans for improvements in library services, with the understanding that the role of the library and its services will be constantly changing and evolving.

- Assists the Board in developing a long-range or strategic plan for the library, in conjunction with the library community.

- Keeps informed of current developments in the library field by attending workshops, professional meetings, and reading current literature.

- 4 - Excellent
- 3 - Very Good
- 2 - Good
- 1 - Poor

Comments

9. **Advocates and Promotes the Library**

- Stays informed about, and involved in, the local community.
- Coordinates effective advocacy and public relations activities with library staff, the Board, the Friends of the McFarland Library, and library users.
- Assists with fundraising activities.

4 - Excellent
3 - Very Good
2 - Good
1 - Poor

Comments

10. **Manages the Library's Facility**

- Oversees the care and maintenance of the library facility and grounds.
- Coordinates maintenance activities with library staff, other Village departments and outside contractors.
- Determines problems and needs related to the library facility and grounds, and brings these to the attention of the Board and the Village.
- Assesses space needs.
- Ensures that ADA requirements for the library space are being met.

4 - Excellent
3 - Very Good
2 - Good
1 - Poor

Comments

* 11. Your Name